



# Corporation for National & Community Service Corps

## Position Summary

Serving alongside paid and volunteer staff, AmeriCorps members will provide direct service to clients of the American Red Cross through the accomplishment of the Corporation for National & Community Service Corps (CNCS) goals and objectives. AmeriCorps members will focus on Service to the Armed Forces by providing American Red Cross programs and services to the military communities within Arizona. Members will complete projects that enhance organizational service delivery, expand community resources while developing their professional skill base. Possible service locations are throughout the state of Arizona and may include, but are not limited to Phoenix, Tucson, Flagstaff, Lake Havasu, Prescott and Yuma, and their adjacent military locations of Davis-Monthan AFB, Fort Huachuca, Luke AFB, Papago Military Reservation, Yuma Proving Grounds and Yuma Marine Corps Air Station. There will be opportunities for the member to travel and serve throughout every county of Arizona.

## CNCS Duties

“We serve our community:

- We stand behind our [veterans and military families](#) by supporting families during deployment and providing assistance to help our soldiers’ transition into the workforce or get an education after they come home.

“We Build Capacity”

- We provide vital leadership, training, coordination, and resources to help make the nonprofit sector more effective.
- We are creating the next generation of leaders and public servants through the experience our members gain.

“We Impact our Nation”

- We support high-impact service to meet pressing needs, from illiteracy and homelessness to hunger and disasters. More than 800,000 Americans have given more than 1 billion hours of service through AmeriCorps, helping millions of our most-vulnerable citizens.
- We lead Days of Service on [Martin Luther King Day](#) and [September 11th](#) that encourage millions of citizens to volunteer in their communities.

## Department Specific Responsibilities

- Support the mission of the American Red Cross and be knowledgeable of American Red Cross programs and lines of service
- Conduct extensive community outreach campaigns and serve as key representatives at community events
- Develop community contacts, network with local agencies and be a positive ambassador for the American Red Cross and AmeriCorps
- Recruit, train, mentor and actively engage volunteers in chapter programs and services
- Assist with the Service to Armed Forces Continuum of Care and Core Services

## Requirements

- Minimum High School diploma or its equivalent. College degree highly desired.
- Willing to make a 12 month commitment from September 1, 2014 to August 31, 2015 and complete at least 1700 hours of Full-Time Service

- Must be available during normal business hours, Monday to Friday, and occasionally after hours and weekends, with short notice
- At least 18 years of age by the start of the program
- A U.S. Citizen, U.S. National or lawful permanent resident alien of the U.S.
- Current valid driver's license and a clean driving record
- Previous successful experience working with diverse populations
- At least one year of volunteer or community service experience
- Excellent organizational skills
- Excellent interpersonal, oral and written communication skills
- Excellent public speaking skills
- Demonstrated professionalism, flexibility and initiative
- Team-oriented
- Bilingual Spanish a plus

### **Program Benefits**

- \$13,500 living stipend for 12 months of Full-time service
- Upon successful completion of term of service, eligible for an education award in the amount of \$5550.00 which can be used to pay educational costs at eligible post-secondary educational institutions (including many technical schools and GI-Bill approved educational programs), as well as to repay qualified student loans
- Student loan deferment or forbearance
- Health insurance provided

**Interested Applicants may apply via:** <http://www.nationalservice.gov/>

**For more information:** Noreen Watts, 602-347-6515 or [Noreen.Watts@redcross.org](mailto:Noreen.Watts@redcross.org)

**NON-DISCRIMINATION PUBLIC NOTICE:** This program's recruitment is conducted without regard to race, color, sexual orientation, national origin, disability, age, gender, religion or political affiliation.

This position description in no way states or implies that these are the only duties to be performed by the member(s) incumbent in this position. Member(s) will be required to follow any other appropriate CNCS service-related instructions and to perform any other CNCS service-related duties as requested by any person authorized to give instructions or assignments, with Host Site Manager approval. AmeriCorps members must adhere to the Corporation for National and Community Service rules and regulations.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental duties. All duties and responsibilities are essential functions and requirements and are subject to the possible modification to reasonably accommodate individuals with disabilities. To perform this role successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise.

**I have read the above AmeriCorps CNCS position description and understand my responsibilities.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_